



## City of Manitou Springs JOB POSTING

The City of Manitou Springs seeks candidates for the position of **Accounting Clerk I: Utility Billing/Business Licensing Clerk**. This notice is being posted pursuant to Section IV of the City Personnel Regulations.

**POSTING DATE:** July 24, 2009  
**CLOSING DATE:** August 7, 2009 (or until position is filled)  
**POSITION:** Accounting Clerk I: Utility Billing/Business Licensing Clerk  
**SALARY:** \$10.50-\$12.50/hour DOE

### **DESCRIPTION OF WORK:**

This position is responsible for customer service, billing, licensing and cash receipting functions under the general supervision of the Finance Director (or the Deputy Finance Director as designated by the Finance Director). The person in this position will process water and sewer utility billings, collect customer cash payments, issue business licenses, issue permits, and collect a variety of taxes and fees in accordance with established procedures. This position will serve as a backup for, and participate in, preparation of accounts payable disbursements and payrolls.

### **DUTIES-EXAMPLES OF WORK:**

Will assist in the keeping of fiscal records involving revenue and cash receipts functions. The person in this position will receive and review utility meter reading records, receive cash remittance advises, receive applications for business licenses and permits, and process other accounting source documents. This position is responsible for preparation of customer statements, utility billings, receivable collection notices, business licenses, and other fiscal transactions, posting of transactions using the computerized financial recording system, and recording transactions in the subsidiary and general ledger accounts. Will obtain and record data to account for daily cash receipts in the Finance Department, prepare daily bank deposits, reconcile cash receipts to the detail cash records and prepare the Daily Cash Summary report.

This position will, as assigned, participate in preparation of accounts payable and payrolls, review vendor invoices, employee timesheets, and other documents for preparation of cash disbursements. As assigned, the person in this position will participate in preparing warrants (checks), a variety of employee benefit reports, voluntary deduction reports, and other payroll-related reports.

This position will also participate in preparation of trial balances, edit lists to document all transactions, and reconcile general ledger accounts to the related subsidiary accounts. This person will prepare a variety of regular financial and special reports from the accounting records and will prepare account analysis as requested by the Finance or Deputy Finance Director.

**JOB QUALIFICATIONS:**

Moderate knowledge of state-of-the-art office practices, moderate knowledge of double-entry bookkeeping principles, working knowledge of the City of Manitou Springs' computerized accounting system, working knowledge of City of Manitou Springs ordinances regarding utility billing, business licenses, sales and use tax. (Ordinances are available online at [www.manitousprings-co.gov](http://www.manitousprings-co.gov) under the Municipal Code.)

The person in this position will need the ability to establish and maintain effective working relationships with Finance Department personnel and other city employees and the ability to maintain confidences regarding financial information. Will need to deal with the public in a professional and courteous manner and have demonstrated ability to handle customer inquiries and complaints.

**EXPERIENCE AND TRAINING:**

Any combination of experience and training equivalent to a High School Diploma plus two years of increasingly responsible experience in customer service and accounts receivable processing, or equivalent.

**SPECIAL REQUIREMENTS:**

Must be able to learn Municipal Codes/Software/Accounting. Intensive Customer Service. Previous Accounting/Customer Service required.

Send resume with cover letter to City Clerk, City of Manitou Springs, 606 Manitou Avenue, Manitou Springs, CO 80829, Fax: 719-685-5233, Email: [clawson@comsgov.com](mailto:clawson@comsgov.com).

The City of Manitou Springs is an EOE/AA/ADA employer.